

**REPORT NO: 13-56**  
**DATE: 8/15.2013**  
**ANALYST: Michael Hebner**

### **CLASSIFICATION REPORT**

**PROPOSED TITLE:** Director, Accounting and Financial Reporting

**CURRENT TITLE:** Using the Manager Financial Accounting and Reporting FTE

**INCUMBENT:** Vacant

**REASON FOR REQUEST:** The Finance and Property Services Department is Requesting a new appointed position to oversee the City's accounting and financial reporting activities

**DATE QUESTIONNAIRE SUBMITTED:** 8/15/2013

**DATE OF PREVIOUS STUDY:** N/A

**DISPOSITION OF PREVIOUS STUDY:** N/A

**PERSONS INTERVIEWED:** Connie Griffith, Controller

**RECOMMENDATION:** Establish the position as Director Accounting and Financial Reporting (Appointed, Grade 12, 550 points))

Historically, the work that this new appointed position will perform has been done by a Grade 12 classified position the Manager, Financial Accounting and Reporting. The Finance and Property Services Department has recognized that the authority and responsibility of the work expected in the position is in line with other appointed positions in their Department and initiated this study to place the work requirements into the appointed service. They have modified the duties slightly as follows:

The duties proposed for the position are as follows:

- Develop City-wide financial and accounting standards and procedures and enforce them.
- Ensure compliance with generally accepted accounting principles (GAAP).
- Direct the work of financial managers, accounting managers, accountants, and account clerks.
- Participate in the training, development, supervision and management of staff.
- Coordinate audit activities with the State Auditor's Office, the City's internal auditor and federal and state regulatory bodies and follow up on any recommendations made.

- Manage assets and liabilities, revenues and expenditures, fund balance in net position in the general fund and prepare monthly and quarterly reports.
- Direct the preparation and delivery of the City's Comprehensive Annual Financial Report (CAFR) on a City-wide basis along with the preparation of monthly and quarterly financial reports all funds and financial activity to the various customer departments, the Mayor and Council.
- In the absence of the Controller, take over the responsibilities of that position.
- Provide oversight and direction of accounting and fiscal activities, internal control monitoring, and budget preparation for all customer departments associated with the City's operations.
- Develop, enhance, and manage a complex managerial accounting process with changing departmental service demands including responsibility for payroll accounting, accounting transactions, requisitions, cash receipts, payment documents, cost accounting, project accounting, grant accounting and management, contract monitoring, job costing, rate modeling, fixed asset transactions, internal control monitoring, and related activities.
- Review finance service delivery on a regular basis with customer departments to maintain quality assurance, and assist in timely resolution of any disputes arising from service agreements.
- Develop City-wide financial standards and procedures for grant management and enforce them including the following:
  - Develop a process to integrate and/or reconcile current grant budgets with the City's appropriations.
  - Develop grantor reports for internal users and grantor agencies.
  - Oversee grant accounting and financial management processes which include the review and approval of grant applications.
  - Manage and participate in the setup of grants in Compass, maintain and edit controls on grant budgets, manage the grant draw down process, and maintain grantor source documents, process transactions, , review monthly cash positions, etc.
  - Develop a monitoring system for the City's grant sub-recipients.
- Oversee and direct the work on preparation of working trial balances for various grant funds and of federal grant fund activity reports for the comprehensive annual financial report.
- Serve as technical resource to Department Heads, the Controller, and others on accounting and financial reporting requirements, federal and state grant regulations, the interpretation and implementation of financial policies and procedures and the underlying business processes and systems that support these activities.

## **POSITION ANALYSIS**

### **PREREQUISITE KNOWLEDGE**

The position requires a Bachelor's in Business Administration, Accounting, Finance,, or a related field and five years of progressively responsible governmental accounting work with broad-based experience in a comparable governmental unit, or equivalent.

A rating of **60 points** will be assigned. At this level jobs require a Bachelor's Degree and five years of related experience which includes supervisory or managerial experience.

## **DECISIONS AND ACTIONS**

As an executive the position has decisions regarding financial accounting activities in the Departments it is responsible for. In addition, it has decision making authority over preparation of the City's financial reporting activities including planning and oversight over the project, utilization of staff and resources, and resolution of issues. These documents are very important to the financial health and welfare of the City because rating agencies (Standard & Poor's, Moody's and related agencies) use it as a guide to gauge the financial health of the City. The position will be involved in the interpretation and development and implementation of financial policy generally and specifically related to the City's accounting and financial reporting, grant management and reporting, internal controls review and monitoring, and all aspects of the City's financial budgeting and accounting processes and operations and the sustainability of the systems that support them in order to assure that financial information about the City is accurate, reliable and timely. The position is also responsible for acting as a chief liaison with the State Auditor's Office, and with the City's internal auditor. It is responsible for following up on all issues raised by audits and making sure that corrective actions are taken. It is also responsible for grant activities on a City-wide basis. It is responsible for developing City-wide financial standards and procedures for grant management and enforcing them, including oversight over entry of information into the Compass system, and responsibilities for processes and reporting.

A rating of **60 points** will be assigned. Jobs at this level manage more significant units entailing greater impact on resources, or serve in a supervisory level staff or analytical capacity. Decisions tend to have greater effect on the organization due to greater city-wide impact, more notable budgetary impacts, or longer-term impacts. Many of these jobs are in leadership of divisional or larger work areas where assigned. These jobs require the exercise of independent action, errors can have a major influence on the City operations, revenues, or expense.

## **SUPERVISORY RESPONSIBILITY**

The position will supervise Manager, Finance, Manager Accounting, Accountant, and Account Clerk positions, totaling 22 FTEs. A rating of **25 points** is appropriate for this level of supervision and will be applied.

## **RELATIONSHIPS RESPONSIBILITY**

The position will have frequent contact with all levels of accounting and financial staff across the City regarding general accounting, grant accounting, and financial reporting. It will have daily contact with accountants and accounting managers to direct work and deal with financial and accounting issues. It will have daily contact with the Controller to discuss current work and get direction on issues that are facing the City. The position is in contact with the Deputy Finance Officer/Budget Director and other management in the Finance and Property Services Department on an on-going basis to exchange information on budget and financial reporting related issues. The position less frequently is in contact with the Finance Officer, and the Director Treasury, to discuss accounting and financial reporting issues.

The position frequently meets with the Financial management positions in the Fire and Police Departments and the Chief of the Fire Department and the Assistant Police Chief to exchange information about budgets and provide financial advice. Contacts with policy makers and elected officials are less frequent for this position.

External contact for the position include contact for the Finance Department with the State Auditor's Office regarding all issues and coordination for follow up to ensure that problems in the audit are resolved. Other external contacts include the Department of Housing and Urban Development, and other Federal and State grantor agencies regarding grant activities of the City.

A rating of **60 points** will be applied. Jobs at this level are high-level line or staff management and administrative jobs where stronger communication skills are required. At this level more finesse and communication skills are needed. There is more facilitation of meetings and groups, more negotiating being done, and more presentations are being made. These positions act on behalf of the City to advocate for interests / objectives. They have more interactions with high level decision makers, Council Members, and other important internal contacts regarding issues/concerns. Externally they are representing the City with higher level staff from other organizations, enforcement agencies, and will take the lead in dealing with controversial issues in the area where they are assigned.

## **WORKING CONDITIONS**

The working conditions are the same as related administrator positions in the City that work in an office environment. A rating of **20 points**, equivalent to other managerial office based positions in the City will be assigned.

## **EFFORT**

As a high level financial management position this position will have a strong need to pay attention to detail, and there will be continual and repeating deadlines and time pressures involved in the work of this position. The position will be very involved in the preparation of the City financial reports, and involved the accounting activities and budget preparation work for a large section of the City, and it will be under continuous pressure to make decisions and provide information and advice about grant situations. The position will have a significant combination of City-wide responsibilities.

A rating of **65 points** will be assigned. At this level the job is a manager with wide ranging responsibilities that require considerable mental effort. These jobs are responsible for planning, organizing and managing complex areas, dealing with setting priorities, and ensuring compliance with City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to higher level managers and officials.

According to the Controller for the City and the Finance Director, the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.

The Director of Accounting and Financial Reporting reports directly to the City Controller, an appointed position that is a direct report to the CFO (Head of the Department of Finance and Property Services) and, as such, the Controller position is considered the equivalent to a Deputy CFO or a Designated City Department Head's Deputy. The Controller has another Financial Manager position reporting directly to her that is also appointed.

2. The person occupying the position must be part of the designated Department Head's management team.

This position is considered a member of the Finance Director's (CFO's) management team.

3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.

This position will have significant discretion and involvement in the interpretation and development and implementation of financial policy generally and specifically related to the City's accounting and financial reporting, grant management and reporting, internal controls review and monitoring, and all aspects of the City's financial budgeting and accounting processes and operations and the sustainability of the systems that support them in order to assure that financial information about the City is accurate, reliable and timely helping to ensure effective and timely management decisions from the executive and Councilmember level.

4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.

Though this position requires a certain level of technical expertise in the areas of accounting and financial reporting, the technical expertise is at a higher policy and management level and is not significant to the continuity in the position.

5. There is need for the person occupying the position to be accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.

This position oversees and directs financial management and budgeting processes for the City as a whole that require it be accountable to, loyal to, and compatible with the Mayor, City Council, the City Coordinator and the Finance Director (CFO).

**RECOMMENDATION:**

Establish the position as Director Accounting and Financial Reporting Appointed, Grade 12, 550 points

<b>CLASSIFICATION FACTOR WORKSHEET</b>								
<b>Benchmark Classifications</b>	<b>Factors</b>						<b>Total Points</b>	<b>Grade Level</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		
Manager Financial Accounting and Reporting	60	60	20	60	20	65	545	12
Controller	75	65	40	70	20	70	645	14
<b>PROPOSED CLASSIFICATION</b>								
Director Accounting and Financial Reporting (Appointed)	60	60	25	60	20	65	550	12

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

**EXECUTIVE EXEMPTION** The position qualifies for the executive exemption (explained below)

To qualify for the executive exemption, a position must meet all of the flowing tests:

**The position must be compensated on a salary basis at a rate not less than \$455 per week.**

The Director Accounting & Financial Reporting will be paid a rate beyond the required \$455 per week.

**The primary duty of the position must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise.**

The Director Accounting & Financial Reporting oversees and manages the Financial Accounting and Reporting Subdivision of the Controllers Division in the Finance Department which performs a very important accounting and financial reporting function with City-wide impact.

**The position must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and The position must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.**

The position will have managerial authority over 22 fulltime staff assigned in the Accounting and Financial Reporting unit and as an executive level position in the City the position's suggestions will effectively recommend and the suggestions will be given 'particular weight' as to hiring, disciplining, terminating, or other changes in status for the assigned employees.

**DIRECTOR, ACCOUNTING AND FINANCIAL  
REPORTING (APPOINTED)**

**CODE: CXXXXX**

**REPORTS TO:       Controller, and Chief Financial Officer**

**SUPERVISES:       Manager Accounting, Manager Finance, Accountant, and Account  
Clerk**

**NATURE OF WORK**

**Direct accounting activities and funds for assigned departments, manage grant accounting activities, manage the creation and delivery of the City's annual financial report and develop City-wide financial and accounting standards and related internal controls**

**TYPICAL DUTIES AND RESPONSIBILITIES**

**(Including, but not limited to the following)**

- Develop City-wide financial and accounting standards and procedures and enforce them.
- Ensure compliance with generally accepted accounting principles (GAAP).
- Direct the work of financial managers, accounting managers, accountants, and account clerks.
- Participate in the training, development, supervision and management of staff.
- Coordinate audit activities with the State Auditor's Office, the City's internal auditor and federal and state regulatory bodies and follow up on any recommendations made.
- Manage assets and liabilities, revenues and expenditures, fund balance and net position in the general fund and prepare monthly and quarterly reports.
- Direct the preparation and delivery of the City's Comprehensive Annual Financial Report (CAFR) on a City-wide basis along with the preparation of monthly and quarterly financial reports on all funds and financial activities to the various customer departments, the Mayor and Council.
- In the absence of the Controller, take over the responsibilities of that position.
- Provide oversight and direction of accounting and fiscal activities, and budget preparation in all customer departments associated with the City's operations.
- Develop, enhance, and manage a complex managerial accounting process with changing departmental service demands including responsibility for payroll accounting, accounting transactions, requisitions, cash receipts, payment documents, cost accounting, project accounting, grant accounting and management, contract monitoring, job costing, rate modeling, fixed asset transactions, internal control monitoring, and related activities.
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- Manage and participate in the setup of grants in Compass, maintain and edit controls on grant budgets, manage the grant draw down process, and maintain grantor source documents, process transactions, , review monthly cash positions, etc.
- Develop a monitoring system for the City's grant sub-recipients.
- Oversee and direct the work on preparation of working trial balances for various grant funds and of federal grant fund activity reports for the comprehensive annual financial report.
- Serve as technical resource to Department Heads, the Controller, and others on accounting and financial reporting requirements, federal and state grant regulations, the interpretation and implementation of financial policies and procedures and the underlying business processes and systems that support these activities.

**MINIMUM EDUCATION:** Bachelor's Degree in Business Administration, Accounting, Finance,, a related field or equivalent

**MINIMUM EXPERIENCE:** Five years progressively responsible governmental accounting work with broad-based experience in a comparable governmental unit, or equivalent.

**LICENSES/CERTIFICATIONS:** N/A

#### **OTHER SPECIFICATIONS**

- Certified Public Accountant, Certified Global Management Accountant or Certified Public Finance Officer preferred.
- Thorough knowledge of generally accepted accounting principles.
- Thorough knowledge of managerial accounting.
- Strong knowledge of financial statement preparation.
- Considerable knowledge of requirements in making annual reports and statements of financial position.
- Extensive knowledge of grant accounting and reporting, and knowledge of relevant laws and regulations governing grant processes.
- Strong knowledge of operational accounting, capital budgeting, process planning, program monitoring, and revenue projection.
- Strong verbal and written communication skills
- Good supervisory and management skills.

**WORKING CONDITIONS:** Normal

<b>SERVICE:</b>	<b>APPOINTED</b>
<b>GRADE:</b>	<b>12 (655 Total Points) Exempt</b>
<b>RECLASSIFIED:</b>	<b>August 2013</b>
<b>JOB SPEC:</b>	<b>August 2013</b>

**CITY OF MINNEAPOLIS**

